

# Woolwich Polytechnic School for Girls



Woolwich Polytechnic  
**School for Girls**

## Refocus Policy

**Policy Date: Sept 2019**

**Approved by Governors: awaiting approval**

**Revision: Sept 2020**

Refocus is used at the discretion of the school and does not qualify as legal or formal exclusion: the Department for Education's statutory guidance on exclusions legislation does not apply to Refocus, because they do not impact on a student's education by removing them from school premises.

2. Refocus serves as a serious sanction directly below a Fixed Term Exclusion but above minor sanctions such as a Reset (detention).

Refocus (Internal Exclusion) is used to prevent students from engaging with the school community without this impacting on their academic learning.

3. Refocus will be imposed for serious and/or persistent breaches of the student code of conduct. Patterns of behaviour will also be taken into account. Although decisions to internally exclude a student will depend on the individual circumstances, examples of breaches of conduct that may result in internal exclusion are:

- a. Physical violence/inciting physical violence;
- b. Bullying;
- c. Verbal abuse that is prejudiced (e.g. racist, homophobic) and/or foul mouthed in nature;
- d. Verbal and/or physical abuse of staff;
- e. Truancing.

4. There is no statutory maximum period for Refocus.

a. Refocus is a less serious sanction than external exclusion. In most cases a period of Refocus will not last more than five school days, and will often be imposed for one or two days.

b. However, there is no maximum period as, in some cases, parents/carers would be unable to provide proper supervision if their child was externally excluded.

c. When a period of Refocus exceeding five days is required, the excluded student may get a managed move to another school or a local Alternate Provision.

5. Students are supervised at all times. The purpose is to continue learning, prevent a reoccurrence of the offending behaviour and to ensure reintegration when the period of Refocus is over.

6. Parents/carers will be informed of the duration of and reasons for the child being placed in Refocus (internal exclusion). They will be contacted by the relevant Head of Year on the day and will receive a letter or email along with a copy of this policy. Parents/carers will be invited into school for a meeting to discuss the Refocus.

## **II. ROUTINE FOR STUDENTS IN REFOCUS**

7. Students in Refocus should report to their form tutor at the start of the school day. The designated staff will collect them and explain the protocol.
8. Students in Refocus will be asked to hand over any contraband which will be securely stored until the end of the year.
9. Students in Refocus will not be entitled to go to the canteen at morning break and will need to bring food in if they wish to eat during break.
10. Students in Refocus will bring packed lunch, if they are removed from a lesson or have to be placed in Refocus through-out the school day, students will be escorted to the canteen to collect lunch and return to the Refocus room to eat it.
11. Students in Refocus will be provided with work for each timetabled lesson on that day. This will be returned to their teachers and marked; or marked by the Refocus supervisor.
12. Students in Refocus will be kept behind for up to one hour after the end of the school day. This is because students socialise on or around the premises for up to 30 minutes after the end of the school day. As a result, it may be in the interests of discipline to require students to finish school up to one hour later than their peers.

### **III. COMPLAINTS/CONCERNS REGARDING REFOCUS**

13. In accordance with DfE guidance, there is no right of formal appeal for Refocus (internal Exclusions). This is because they do not result in missed education or the removal of a student from school premises.
14. If you have a complaint or concern regarding a decision to internally exclude your daughter, please follow the procedure detailed in the PolyMat Complaints Policy (available on the school website).